

STATE OF LOUISIANA  
DEPARTMENT OF STATE CIVIL SERVICE  
BATON ROUGE, LOUISIANA

March 16, 2010

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General Circular No. 1798

To: Heads of State Agencies and Human Resource Directors

Subject: Proposal to Suspend Merit Increase Authority for FY 10/11

Issue Date: March 16, 2010

The State Civil Service Commission and the state classified service were established in the Louisiana constitution to ensure that our citizens receive efficient and effective services from their state government. One of the goals of the classified system is to promote sound and prudent use of the tax dollars paid to state employees to deliver those services.

We know that funding for classified employee merit increases in the coming fiscal year has become an issue for our state legislature as they grapple with budget shortfalls that may require the reduction of services to our citizens. These difficult and challenging times call for fiscal prudence and shared sacrifice among all of us who serve our fellow citizens. At this time, we believe it is appropriate to remove the issue of merit increases from the table in this unprecedented budget crisis.

Therefore, the State Civil Service Commission proposes to suspend the authority to award merit increases for one year, beginning July 1, 2010. By taking this action, the Commission seeks to ensure that the sacrifice necessitated by our state's current financial crisis is borne equally by all classified state employees.

The Commission urges all appointed and elected state officials to join them in this effort to preserve state services to our citizens by exercising their authority to suspend the awarding of salary increases to unclassified state employees during the 2010/11 fiscal year.

The State Civil Service Commission will hold a public hearing at 9:00 a.m. on Friday, March 19, 2010 to consider adoption of the below proposed rule on an emergency basis. The hearing will be in the Louisiana Purchase Room of the Claiborne Building, 1201 North Third Street, Baton Rouge. Individuals who wish to comment on this proposal may do so at the public hearing or by writing to the Director of the Department of State Civil Service at Post Office Box 94111, Baton Rouge, Louisiana, 70804-9111. Comments regarding this proposal should be directed to the attention of [civilservicecommission@la.gov](mailto:civilservicecommission@la.gov). If any accommodations are needed, please notify the Department at (225) 342-8272 prior to the meeting.

### Proposed Rule Suspending Merit Increases

#### **Temporary Suspension of Merit Increase Authority**

All provisions of the Merit Increase Rule shall be suspended for the period from July 1, 2010 through June 30, 2011. During this period of suspension, no appointing authority may grant a merit increase to any employee nor may any employee gain eligibility for a merit increase.

#### Explanation

Due to the financial crisis currently facing our state, the State Civil Service Commission has determined that the authority it has previously granted to appointing authorities to award merit increases to classified employees shall be suspended for a period of one year. During this period of suspension, no classified employee will be eligible for a merit increase. This means that no classified employee may receive a merit increase from July 1, 2010 to June 30, 2011. Furthermore, after June 30, 2011, no employee will be eligible for a merit increase based on any performance evaluation he or she received from July 1, 2010 to June 30, 2011.

Note: Performance Planning and Review requirements remain unchanged by this action. Appointing authorities must continue to comply with all Civil Service Rules regarding performance planning and review of classified employees.

Sincerely,

s/Shannon Templet  
Director